



# **Prime Contracting in the Small Business Reserve (SBR) Program**

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Small Business Reserve Compliance Manager*


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# Maryland is OPEN for Business

The Hogan Administration is focused on growing the private sector, creating new jobs, and improving the statewide economy



- **1<sup>st</sup> in the nation for minority and women business ownership** (*Paychex*)
- **2<sup>nd</sup> in the nation in emerging technologies and innovation** (*Center for Digital Government*)
- **3<sup>rd</sup> in the nation for entrepreneurial growth** (*Kauffman Foundation*)

- 
- **Connect small businesses to greater economic opportunities**
  - **Oversight, monitoring, and compliance of three state procurement programs across 70 state agencies/departments**
  - **Conduct statewide outreach and training programs**
  - **Host online resources for small business growth and development**

# State Procurement Programs

## Small Business Reserve (SBR) Program

- Prime contracting program
- 15% set-aside
- Race and gender neutral
- State-defined small business eligibility standards apply
- Online certification process (eMMA)
- Annual renewal

## Minority Business Enterprise (MBE) Program

- Subcontracting program
- 29% aspirational goal
- Race and gender specific
- Application-based certification process
- Annual renewal

## Veteran-Owned Small Business Enterprise (VSBE) Program

- Subcontracting program
- 1% aspirational goal
- 3-Step certification process includes **verification** of veteran status
- Annual renewal

[gomdsmallbiz.maryland.gov](https://gomdsmallbiz.maryland.gov)

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>



# Maryland's SBR Program

Are you ready to become a Prime Contractor  
doing business with Maryland state  
agencies/departments as your customers?

# Maryland's SBR Program

- Background
- Program rules
- Executive Order 01.01.2021.01



**New**

# Maryland's SBR Program

- Eligibility standards
- Online certification process through eMMA
- Pipeline for identifying SBR opportunities



# SBR Program Background

In 2004, the state created the **Small Business Reserve (SBR) Program**, providing small businesses with the opportunity to participate as prime contractors on state contracts by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established companies.



# **SBR Program Rules**

Under state procurement law, the SBR Program directs 66 participating agencies/departments to spend at least 15% of its fiscal year procurement expenditures with qualified small businesses.

# SBR Program Rules

Once a solicitation has been designated as “**SBR only**,” an award can only be made to a small business that is certified in the SBR Program.



**Executive Order**  
**01.01.2021.01**

**[https://governor.maryland.gov/ltgovernor/wp-content/uploads/sites/2/2021/01/EO\\_01.01.2021.01.pdf](https://governor.maryland.gov/ltgovernor/wp-content/uploads/sites/2/2021/01/EO_01.01.2021.01.pdf)**



# **SBR Program**

## **SBR Program Eligibility Standards**

**<https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx>**

# Eligibility Standards

For-profit businesses, other than a broker,

- independently owned and operated
- not a subsidiary of another business
- not dominant in its field of operation at the national level

# SBR Industry Thresholds

Industry	Number of Employees	or Gross Sales 3 Recent Fiscal Years
Wholesale	50	\$4 million
Retail	25	\$3 million
Manufacturing Operations	100	\$2 million
Service Operations	100	\$10 million
Construction Operations	50	\$7 million
Architectural and Engineering	100	\$4.5 million



## **SBR Program Disclaimer**

**<https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx>**



POLL # 1



All vendors receiving payments  
from the State must be in  
good standing/active with the  
Maryland Department of  
Assessments and Taxation.

**Business Entity Search**

**<https://egov.maryland.gov/BusinessExpress/EntitySearch>**



**SBR Payments**



**\$477 M**

FY2019

# State Contracting Pipeline

- eMaryland Marketplace Advantage (eMMA)

<https://procurement.maryland.gov/>

- Board of Public Works (BPW)

<https://bpw.maryland.gov/Pages/Meetings.aspx>

- Procurement Forecast

<https://gomdsmallbiz.maryland.gov/Pages/Forecasting.aspx>



# State Contracting Pipeline

- Agency Websites

[https://www.maryland.gov/pages/agency\\_directory.aspx](https://www.maryland.gov/pages/agency_directory.aspx)

- Agency SBR Liaisons

- <https://gomdsmallbiz.maryland.gov/Pages/SBR-Liaison-Directory.aspx>





All vendors receiving payments  
from the State must be  
registered in eMMA.

# eProcurement Platform



## eMaryland Marketplace Advantage

- State platform launched in July of 2019
- Free to register as a vendor
- Automatically generates notices that are delivered via email based on the (commodities/product & services) identified in the vendor profile
- Will become a full “procure-to-pay” system



**eMMA is also  
the online  
certification  
platform for  
the  
SBR and  
VSBE  
programs.**



## Quick Links

- » Home
- » Login and Register for eMaryland Marketplace Advantage (eMMA)
- » State of Maryland Procurement Mission
- » Small Business Reserve Program
- » Minority Business Enterprise (MBE) Program
- » Governor's Office of Small, Minority & Women Business Affairs
- » Procurement Forecasting
- » Board of Public Works
- » Maryland Ethics and Procurement Laws
- » Maryland Procurement Technical Assistance Center
- » How to do Business with the State of Maryland
- » BISM Master Price List
- » MCE Approved Catalog
- » Green Purchasing
- » Green Purchasing Checklist

Questions or comments about this website? Contact the DoIT Web Team at [service.desk@maryland.gov](mailto:service.desk@maryland.gov)



The Fastest way to get HELP! with eMMA – Send an email to the HELP DESK at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov)



View the Procurement Reform Report

How to Submit Requisitions to OSP

DGS OSP Agency Delegation

DGS OSP & BPW

Maryland Department of Health – Coronavirus Disease 2019 (COVID-19) Information

### A message from the Chief Procurement Officer Robert Gleason pertaining to operations at the Office of State Procurement in reference to COVID-19

Please refer to the [contact list](#) to reach specific units and employees within DGS & OSP. Emailed inquiries will receive a more prompt response than phone calls.

Also, refer to the Emergency Contracts and Supplier List for specific contract needs to service customers as quickly as possible.

Vendors – If you have supplies related to the COVID-19 response that are not already listed in our eMaryland Marketplace Advantage (eMMA) online procurement system, please open this [Quick Reference Guide](#) linked here to submit your information through a Request for Information form.

**In the wake of COVID-19, Maryland Procurement is Open for Business! eMMA is available and capable to make teleworking for procurement officers and vendors a breeze!!**

Tired of paper purchase orders and invoices? Does your company have the ability to transact business electronically? Well, eMMA does! Help us understand how you transact business with the State and assess your technical capabilities to perform business transactions electronically through eMMA by completing a 10-minute assessment. Your response is needed by March 20th. Thank you! [Vendor Enablement Assessment](#)

**New! Click Here for the eMMA Overview Video!**

## Welcome to Maryland Procurement!

Maryland conducts the majority of its procurements through eMaryland Marketplace Advantage, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors have the ability to:

- Complete the Small Business Reserve (SBR) self-certification
- Receive notice of bid opportunities
- Search for contracting opportunities
- Submit bids electronically
- Obtain bid results online

State of Maryland has been made aware of a new phishing scam that targets the community of vendors doing business with the State of Maryland. Please do not engage or reply to the messages.

Please go to <http://dgs.maryland.gov/Pages/ProcurementMessage.aspx> for more information about this fraudulent email.

For more information about eMaryland Marketplace Advantage (eMMA), review the [Frequently Asked Questions](#). (Refer to the website frequently for updated versions.)

— To register or login to eMaryland Marketplace Advantage (eMMA), use the links to the left.

### eMMA USER ASSISTANCE

[eMMA Quick Reference Guides \(QRGs\)](#) (Refer to the website frequently for updated versions.)

### UPDATE YOUR eMMA VENDOR PROFILE

All vendors in eMMA are required to identify their product and service offerings. This is important as it impacts the types of solicitation notices you receive from the system. If you have not already done so, please make the time to update your vendor profile. Instructions with screen shots are provided in the QRG below.



## Quick Links

- › [Home](#)
- › [Login and Register for eMaryland Marketplace Advantage \(eMMA\)](#)
- › [State of Maryland Procurement Mission](#)
- › [Small Business Reserve Program](#)
- › [Minority Business Enterprise \(MBE\) Program](#)
- › [Governor's Office of Small, Minority & Women Business Affairs](#)
- › [Procurement Forecasting](#)
- › [Board of Public Works](#)
- › [Maryland Ethics and Procurement Laws](#)
- › [Maryland Procurement Technical Assistance Center](#)
- › [How to do Business with the State of Maryland](#)
- › [BISM Master Price List](#)
- › [Green Purchasing](#)
- › [Green Purchasing Checklist](#)

Questions or comments about this website? Contact

## Vendor Training and Support

The State of Maryland is dedicated to facilitating an open and transparent procurement process that encourages businesses of all sizes to pursue contracting opportunities. To ensure all businesses have the opportunity to participate in the contracting process, the Office of State Procurement has developed training and support resources for organizations who wish to become vendors or who are current vendors in Maryland.



A variety of online resources are available to help vendors effectively use Maryland's online procurement tool, eMaryland Marketplace Advantage (eMMA) to identify and pursue contracting opportunities. Below are eMMA Training resources and eMMA Video Help Desk resources created by the plus links to other vendor resources.

## eMMA Training Videos

Online eMMA Training for Vendors provides vendors with quick, online instructional programs and print versions which guide vendors from initial registration through submitting electronic bids in eMMA:

[Registration](#)

- [Printable version](#)

[Submitting Electronic Bids](#)

- [Printable version](#)



# eMMA Vendor Registration

1


Open the eMMA website: eMaryland Marketplace Advantage at <https://emma.maryland.gov>

2

Click “New Vendor? Register now” on right side.

(\* No vendors from the previous system were transferred to eMMA, so all vendors are new.)

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).

**LOGIN**

Email / Username

Password

Login

[Lost your password?](#)

[New Vendor? Register Now](#)

[Public Solicitations](#)

[Public Contracts](#)

[Vendor Search](#)

# Information Needed

- 1** **Company Tax ID.** Every vendor must have a Tax Identification Number (TIN) in order to do business with the state. This may be either an Employer Identification Number (EIN) or a Social Security Number (SSN) depending on your business type. This number is required to register your company.
- 2** **Primary Contact.** The Primary Contact is the single contact for receiving solicitations from eMMA. Solicitations are only sent to the email address listed for the primary contact.
- 3** **UNSPSC Commodity Codes.** eMMA now uses UNSPSC for identifying the commodities (services, goods, etc.) that you can provide. You must select all codes for your organization to receive solicitations. (Until eMMA knows what you do, the system can not send you a solicitation to consider.)



→ Use this website, <https://www.unspsc.org/search-code> to type in your service or goods to identify your codes.

OR

→ Use <https://www.ungm.org/Public/UNSPSC> to search categories and sub categories of related codes

# eMMA Vendor Registration

To identify your UNSPSC codes, you can visit this website: <https://www.unspsc.org/search-code>.

**(UNITED NATIONS STANDARD PRODUCTS AND SERVICES CODE®)**



HOME    FAQs    **SEARCH-CODE**    MEMBERSHIP    LIBRARY    CODESET-DOWNLOADS    INITIATIVES    EDUCATION

Version 22.0601

Search Code	<input type="text"/>
Search Title	<input type="text"/>
<input type="button" value="Search"/>	

# eMMA Vendor Registration



[HOME](#) [FAQS](#) [SEARCH-CODE](#) [MEMBERSHIP](#) [LIBRARY](#) [CODESET-DOWNLOADS](#) [INITIATIVES](#) [EDUCATION](#)

**Version 22.0601**

Search Code

Search Title

Janitorial

Code	Title
47121501	Cleaning or janitorial cart
47121502	Cleaning or janitorial cart accessories
76110000	Cleaning and janitorial services
47130000	Cleaning and janitorial supplies
47120000	Janitorial equipment
47121500	Cleaning and janitorial carts and accessories

# eMMA Vendor Registration



[HOME](#) [FAQS](#) [SEARCH-CODE](#) [MEMBERSHIP](#) [LIBRARY](#) [CODESET-DOWNLOADS](#) [INITIATIVES](#) [EDUCATION](#)

Version 22.0601

Search Code

Search Title

Search

Construction

Code	Title
22100000	Heavy construction machinery and equipment
72150000	Specialized trade construction and maintenance services
72120000	Nonresidential building construction services
30190000	Construction and maintenance support equipment
72110000	Residential building construction services
72140000	Heavy construction services
71120000	Well drilling and construction services
72154600	Animal habitat and enclosure construction and maintenance services
72141000	Highway and road construction services
72141200	Marine construction services
72141400	Detention facility construction and repair services
72151400	Wall covering construction services
30121700	Road and railroad construction materials
22101900	Building construction machinery and accessories

Construction  
Search (cont'd)

# eMMA Vendor Registration


72151000	Boiler and furnace construction and maintenance services
72151100	Plumbing construction services
72151200	Heating and cooling and air conditioning HVAC construction and maintenance services
71101600	Mine drilling blasting and construction services
71161400	Well construction management services
72141600	Mass transit system construction services
72141700	Construction machinery and equipment rental or leasing services
30000000	Structures and Building and Construction and Manufacturing Components and Supplies
72000000	Building and Facility Construction and Maintenance Services
22000000	Building and Construction Machinery and Accessories
41105905	Library construction kits
71101604	Slope shaft construction service
71101607	Underground roofing construction service
71101608	Bunker construction service
71101609	Underground ventilation construction service
71161413	Well fabrication or construction services
72141601	Light rail construction service
72141603	Railroad and railway roadbed construction service
72141604	Subway construction service
72141701	Construction machinery rental or leasing service
72141702	Construction equipment rental or leasing service



# eMMA Vendor Registration

To search categories and subcategories of related codes, you can go to the following website:

<https://www.ungm.org/Public/UNSPSC>.

**UNITED NATIONS**  
GLOBAL MARKETPLACE

English ▾

Help


Log in

Register

UNSPSC

[Home](#)  
[About UNGM](#)  
[Registration process](#)  
[Code of conduct](#)  
[Terms & Conditions](#)  
[Tender notices](#)  
[Contract awards](#)  
[Tender Alert Service](#)  
[Knowledge centre](#)  
[UN Procurement Statistics](#)  
[UNSPSC](#)  
[Help Centre](#)

Export to Excel

 Product coding is used to classify goods and services. UN Procurement Officers select one or more UNSPSC code to indicate the product or service their agency needs to procure or search for potential suppliers registered and accepted by one or more UN agency from the UNGM database. It is, therefore, vitally important that you select the most accurate UNSPSC codes to describe your goods/services.

Search:

[A - Raw Materials, Chemicals, Paper, Fuel](#) >  
[B - Industrial Equipment & Tools](#) >  
[C - Components & Supplies](#) >  
[D - Construction, Transportation & Facility Equipment & Supplies](#) >  
[E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals](#) >  
[F - Food, Cleaning & Service Industry Equipment & Supplies](#) >  
[G - Business, Communication & Technology Equipment & Supplies](#) >  
[H - Defense, Security & Safety Equipment & Supplies](#) >  
[I - Personal, Domestic & Consumer Equipment & Supplies](#) >  
[J - Services](#) >

## Security Control

KPBB

Retype Character

Fill out all the fields in these sections marked with (\*)

## Company Information

Legal Name\*

en

Tax ID Type ⓘ\*

EIN

SSN

FOREIGN

Doing Business As / Trade Name

DBA or Trade Name

Federal Tax ID ⓘ\*

Tax Country\*

UNITED STATES

Company Website

Year Established

Business Description



# eMMA Vendor Registration

## Procurement Programs

### State Programs

For information regarding the programs listed below, [click here](#)

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR) \*

Veteran-Owned Small Business Enterprise (VSBE) \*

Minority Business Enterprise (MBE) \*

# eMMA Vendor Registration

## State Programs

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For information regarding the programs listed below, [click here](#)

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR) \*

No



Would you like to apply to the SBR Pro

Yes

Veteran-Owned Small Business Enterprise (VSBE) \*

No



Would you like to apply to the VSBE P

Yes

Minority Business Enterprise (MBE) \*

No



If you want to apply for MBE program,

# eMMA Vendor Registration

## Federal Programs

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For information regarding certification for the programs listed below, [click here](#).

Is your company enrolled in the following programs?

Disadvantaged Business Enterprise (DBE) \*

Small Business Enterprise (SBE) \*

Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) \*

# eMMA Vendor Registration

## Federal Programs

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For information regarding certification for the programs listed below, [click here](#).

Is your company enrolled in the following programs?

Disadvantaged Business Enterprise (DBE) \*

Yes



DBE Certification #

Small Business Enterprise (SBE) \*

No



Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) \*

ACDBE Certification #

Yes



# eMMA Vendor Registration

## Contact information

First Name \*

Last Name \*

Job Title \*

 en

Email \*

Confirm Email \*

Password \*

Confirm Password \*

- must contain at least 1 UPPERCASE character(s)
- must contain at least 1 LOWERCASE character(s)
- must contain at least 1 NUMERIC character(s)
- must contain at least 1 SPECIAL character(s) (e.g. ! # \$ %)
- must contain at least 12 characters
- must be different from previous passwords

# eMMA Vendor Registration

## Commodities

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### Selecting Commodities

Select your Product and Service Offerings by scrolling through the UNSPSC code list in the drop down box. You should have identified some of them when you searched the UNSPSC lists before you started.

1

Select each code by clicking on the **code** in the scroll box. Each one selected by clicking on it is added to the list.

2

You do not need to stop selecting codes after each one you click. You can continue to scroll and click to add to your list.

3

Additional product and service offering codes can be added at any time.

4

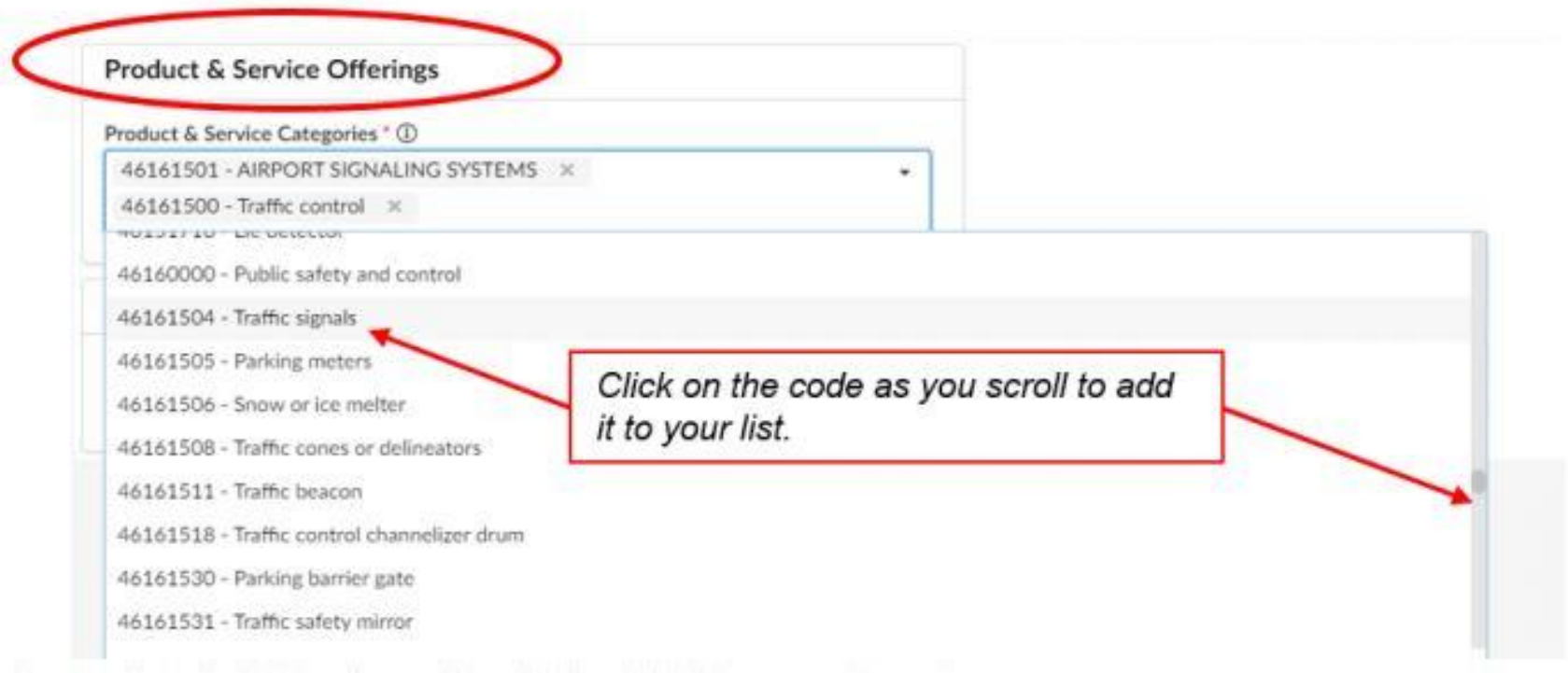
If you accidentally select a wrong code, click the “x” after it's name to delete.

5

Selecting as many codes as apply will result in more bid opportunities.



# eMMA Vendor Registration



**Product & Service Offerings**

Product & Service Categories \* ⓘ

- 46161501 - AIRPORT SIGNALING SYSTEMS ×
- 46161500 - Traffic control ×
- 46161500 - Traffic control
- 46160000 - Public safety and control
- 46161504 - Traffic signals
- 46161505 - Parking meters
- 46161506 - Snow or ice melter
- 46161508 - Traffic cones or delineators
- 46161511 - Traffic beacon
- 46161518 - Traffic control channelizer drum
- 46161530 - Parking barrier gate
- 46161531 - Traffic safety mirror

*Click on the code as you scroll to add it to your list.*

# eMMA Vendor Registration

## Product & Service Offerings

### Product & Service Categories ⓘ\*

480000000 - Service Industry Machinery... ✕ ▼

500000000

500000000 - Food Beverage and Tobacco Products

[See All](#)



# eMMA Vendor Registration

## Service Areas

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### Adding Service Areas

Select the areas in Maryland where you are willing to provide your goods or services.

1

Select each area by clicking on the **name**.

2

You can add as many areas as you wish.

3

You can add or delete areas at any time.

# eMMA Vendor Registration

**Areas Servicing**

State & Counties \* ⓘ

|

- Maryland
- Allegany (MD)
- Anne Arundel (MD)
- Baltimore (MD)
- Baltimore City (MD)

# Submit Initial Registration

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## Submit Information

To complete your registration, your organization's record needs to be created in eMMA first. Once that is done, you can continue with the required information to complete the full registration.

1

Click the "**Register**" button. Your initial registration information has been submitted to create your account.

2

You will receive confirmation email to the address that you provided that your vendor account has been created. *\*Check your spam or junk mail if you do not receive the confirmation email in your inbox within a few minutes.*

3

Click "**Go back to login page**" to complete your registration.

# eMMA Vendor Registration

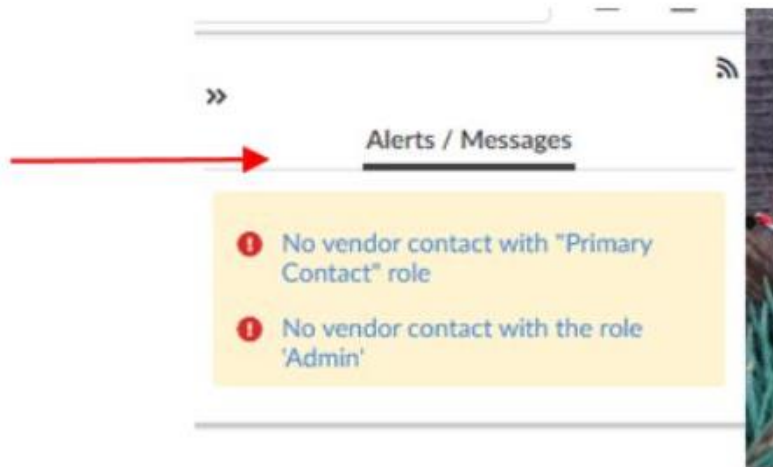


We thank you for your visit.

Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from emma@maryland.gov with next steps.

→ Go back to login page

# eMMA Vendor Registration



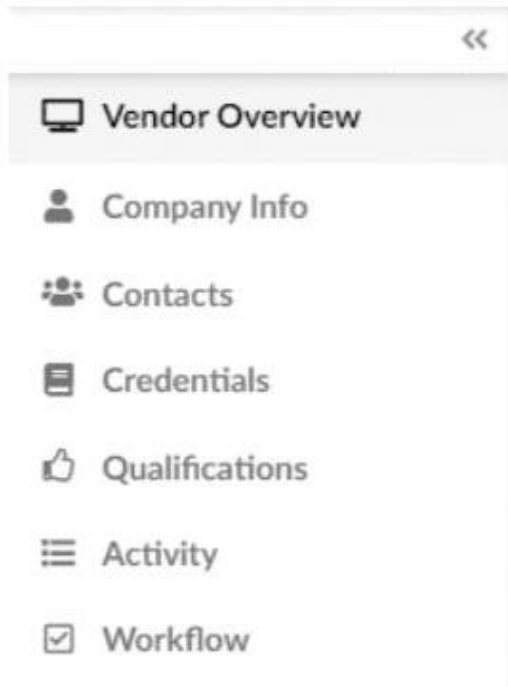
Screen shot of alerts located on the right side of an eMMA screen with a red arrow to indicate the alert.

When you login after registering, you should see two alert messages about Primary and Admin contacts located on the right side of the screen.

*\* Alert messages in the eMMA system let you know that there is missing information or other items that you need to address. You may see alerts over time as you work in eMMA. Please click on them to address the alert to keep eMMA working the best for your organization.*

Click on the top alert message to add a **"Primary Contact"** role.

# eMMA Vendor Registration



Or, another way to add contacts (as well as add and edit other information in the eMMA system) is to use the menu on the left side of the screen.

Use the "Contacts" icon to add contacts to your registration.

*\*If the menu is icons only, click the >> to expand the menu on the left side and show the titles of the icons as well. You can click << to collapse the menu to icons only at any time.*




# SBR Certification

Certification is an online process through the vendor registration process on the state's eProcurement platform - [eMaryland Marketplace Advantage \(eMMA\)](#)

<https://procurement.maryland.gov/>





Any questions after today about your  
eMMA profile,  
please contact the eMMA Help Desk  
at  
[eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov)

## Vendor QRGs

# ***Vendor Quick Reference Guides (QRGs)***

1 - eMMA QRG Registering  
as a Vendor

2 - eMMA QRG Managing  
Vendor Profile

3 - eMMA QRG Viewing  
Open Solicitations

4 - eMMA QRG Responding to  
Solicitations (IFB)

5 - eMMA QRG Responding to  
Solicitations (RFP)

6 - eMMA QRG Viewing  
Awarded Contracts

7 - eMMA SBR Certification  
Registration and Renewal

9 - eMMA QRG -  
Public Vendor Search for Vendors

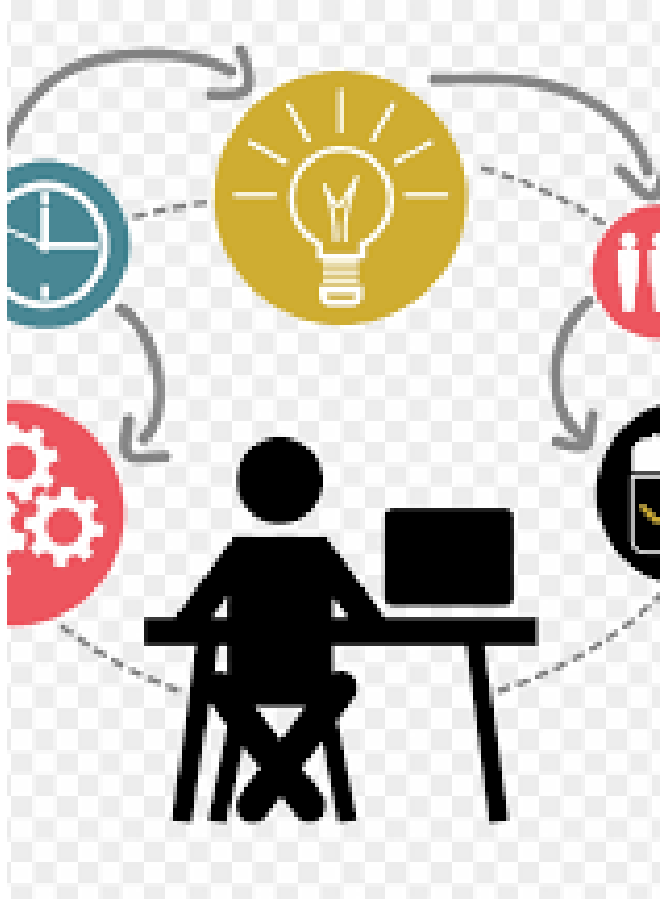
10 - eMMA QRG -  
Vendor Bid Holder List

11 - eMMA QRG -  
Vendor Bid Tabulation

# eMMA SBR Registration/Renewal

## 7 eMMA QRG - SBR Certification Recertification

<https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/01/7-eMMA-QRG-SBR-Certification-Recertification.pdf>



## POLL # 2



## 9 eMMA QRG - Public Vendor Search for Vendors

<https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/01/9-eMMA-QRG-Public-Vendor-Search-for-Vendors.pdf>

# **SBR Questions or Concerns**

Call or email the SBR helpdesk

M-F from 9 am – 4 pm

410-697-9600

Lisa Mitchell Sennaar

[lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)

Tanita Johnson

[tanita.johnson1@maryland.gov](mailto:tanita.johnson1@maryland.gov)

# Procurement Categories

Small  
Procurement  
- *Category I*

Small  
Procurement  
- *Category II*

Small  
Procurement  
- *Category III*

Formal  
Procurement



# Identifying Bid opportunities

## **Small Procurement – *Category I:***

- \$5,000 or less
- Can use oral, written, or published solicitation to obtain quotes
- Encouraged to solicit quotes from small & minority businesses
- Award is based on the procurement officer's judgement

## **Small Procurement – *Category II***

- \$5,001 - \$15,000
- Can use oral, written, or published solicitation to obtain quotes
- Encouraged to solicit quotes from small & minority businesses
- Award is based on the procurement officer's judgement

## **Direct Solicitation Method**

# Identifying Bid opportunities

## Small Procurement – *Category III:*

- \$15,001 - \$50,000
- Written solicitation required
- Must be published on eMMA
- Must try to get a least 2 valid quotes
- Awarded to the lowest/best **responsive & responsible** bidder/offeror

## Formal Procurement:

- \$50,000+
- Written solicitation required
- Must be published on eMMA
- Must try to get a least 2 valid quotes
- Awarded to the lowest/best **responsive & responsible** bidder/offeror

## SBR Liaisons

Each participating agency staffs an SBR Liaison whose role includes ensuring SBR participation is being maximized at the onset of the procurement process and acting as an advocate for SBR vendors actively working on contracts within that agency.

**<https://gomdsmallbiz.maryland.gov/Pages/SBR-Liaison-Directory.aspx>**

# State Contracting Pipeline



**eMaryland Marketplace  
Advantage (eMMA)**



**Board of Public Works**



**Procurement Forecast**

# Identifying SBR Bid opportunities

Now that you have completed your organization's registration in eMMA and SBR Certification, you should begin receiving bid notifications to the email address that was named as the **Primary Contact** for the commodity codes that you selected in your registration. Many of these solicitations should be SBR Designated Only.

# Identifying SBR Bid opportunities

To search in eMMA without logging in:

Navigate to the eMMA login page [eMMA login page](#) and select "[Public Solicitations](#)" on the right side below the login and New Vendor links.

**<https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>**

# Identifying SBR Bid opportunities

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).

## LOGIN

[Lost your password?](#)



[New Vendor? Register Now](#)



[Public Solicitations](#)



[Public Contracts](#)



[Vendor Search](#)



# Viewing Public Solicitations

Keywords

Category

Status

Q Search

Reset

Advanced Search

Type

Authority

SBR Designation

SBE Goal

Award Status

Agency

MBE Goal

MBE Sub-Goal

Sub Agency


VSBE Goal

DBE Goal

Site

Filters Status: Open X

ID	Title	Status	Due / Close Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM ID
BPM017419	<a href="#">Carsin's Run Stream Mitigation</a>	Open	2/19/2020	Heavy construction services	Public Notice	<ul style="list-style-type: none"> <li>Maryland Transportation Authority</li> </ul>		
BPM017959	<a href="#">Stream and Wetland Restoration Maintenance Services at BWI Marshall Airport</a>	Open	3/19/2020	Environmental protection	Public Notice	<ul style="list-style-type: none"> <li>Maryland Aviation Administration</li> </ul>		
BPM016538	<a href="#">Substance Abuse Treatment Services</a>	Open	2/5/2020	Health programs	RFP: Double Envelope Proposal	<ul style="list-style-type: none"> <li>Department of Public Safety and Correctional Services</li> </ul>		

 To respond to this solicitation click "Add to My Solicitation" and either login or register.



Add to My Solicitations

Title	ID	Alternate ID	Lot #	Round #	Status	Due / Close Date
Mold Remediation	BPM017698	SG-552-200-003	1	8	Open	1/29/2020 12:00:00 PM (your local time)
<b>Solicitation Type</b>						
IFB: Invitation for Bid						
<b>Main Category</b>						
Mold abatement service <input type="text" value="en"/>						
<b>Issuing Agency</b>						
Department of General ... <input type="text" value="en"/>						
<b>Procurement Officer / Buyer</b>						
Keon POMPEY						
<b>Email</b>						
Keon.Pompey@marylan...						
<b>Solicitation Summary</b>						
Mold Remediation in Dix, Mitchell, and Hill Buildings at Spring Grove Hospital Center.						
<b>Additional Instructions</b>						
All Minority Business Enterprises are encourage to respond to this Solicitation. THIS IS FOR SBR VENDORS ONLY-SMALL BUSINESS RESERVED.						
<b>Small Business Reserve Designation</b>						
Yes						
<b>Procurement Program Participation Goals</b>						

# Board of Public Works

[www.bpw.maryland.gov](http://www.bpw.maryland.gov)



## BPW Meetings

- [Meeting Information](#)
- [BPW Meeting Documents](#)
- [Meeting Calendar](#)

## Publications

- [All Publications](#)
- [Reports Due to BPW](#)
- [Advisories](#)
- [Debarments](#)
- [Pending Regulations](#)

## About BPW

- [Staff](#)
- [Organizational Chart](#)
- [Directions and Parking](#)
- [About BPW](#)

## Board of Public Works



## Spotlight

- [eMaryland Marketplace Advantage \(eMMA\) Registration Now Open!](#)
- [NASPO State Preference Repository](#)
- [Workforce Healthcare Study Report](#)
- [FY 2017 Small Business Reserve Report](#)
- [Haven Harbor South: Letter + Report & Recommendation](#)
- [2020 State Tax Rate](#)

**MEETING BROADCAST LIVE**

# Board of Public Works

[www.bpw.maryland.gov](http://www.bpw.maryland.gov)

**(1) Select from the meeting dates provided**



DEPARTMENT OF GENERAL SERVICES

Items to be presented to the Board of Public Works

July 3, 2019

**(2) Select “Agenda”**

	Pages
Maintenance	1 thru 4
Maintenance Option	5 thru 9
General Miscellaneous	10 and 11
Real Property	12 thru 14
Leases	15 thru 18
Capital Grants and Loans	19 thru 38

**1-M. MAINTENANCE CONTRACT**  
***Department of General Services***

**Contract ID:** Unarmed Uniformed Guard Service - District Court Center Caroline County  
Project No. 001IT821, ADPICs No. 001B0600027

**Description:** Unarmed Uniformed Guard Service at the Department of General Services/Hargreaves District Court and Multi-service Center in Caroline County.

**Procurement Method:** Competitive Sealed Bids (Small Business Reserve)

<i><b>Bids</b></i>	<i><b>Amount</b></i>
Trust Consulting Services, Inc., Waldorf, MD	\$680,240.00
Alexander Security Consultants, LLC, Brandywine, MD	\$698,277.20
Devine Professional Consulting Group, Silver Spring, MD	\$742,617.40
Police Guard Services, Inc., Lanham, MD	\$757,922.00
Universal Security, LLC, Rockville, MD	\$770,327.20
AFSI, Gaithersburg, MD	\$771,190.00
American Protection LLC, Suitland, MD	\$774,600.00

**Award** Trust Consulting Services, Inc.

**Term:** 8/1/2019 – 7/31/22

**Amount:** \$405,730.80 Base Term  
\$137,254.60 Option year 1  
\$137,254.60 Option year 2  
\$680,240.00 = Total including Option Years

**MBE Participation:** 0%

**VSBE Participation** 0%

**Performance Bond:** N/A

**Hiring Agreement Eligible:** Yes





GOVERNOR'S OFFICE OF

# Small, Minority & Women Business Affairs



**COVID-19 HEALTH RESOURCES**

Learn more from MD Department of Health

[HOME](#)

[MBE PROGRAM](#)

[SBR PROGRAM](#)

[VSBE PROGRAM](#)

[RE:](#)

[PROCUREMENT FORECAST](#)

**GOVERNOR'S  
COORDINATING  
OFFICES HOME**



## Quick Links

- > [About Us](#)
- > [FAQs](#)
- > [Legislation and Policy](#)
- > [Outreach](#)
- > [News](#)
- > [Reports](#)
- > [Contact Us](#)

 **SBR PROGRAM  
REPORTING TOOLKIT**

 **MBE PROGRAM  
REPORTING TOOLKIT**



Read the latest edition of our Small Biz Bulletin



**Alert!**

- **COVID-19 Information & Resources for Businesses**
- **Maryland Unites! A-to-Z Resources on COVID-19**

### TOP PICKS

- [Procurement Portal](#)
- [eMaryland Marketplace Advantage \(eMMA\)](#)



GOVERNOR'S OFFICE OF

# Small, Minority & Women Business Affairs

[HOME](#)[MBE PROGRAM](#)[SBR PROGRAM](#)[VSBE PROGRAM](#)[RESOURCES](#)[PROCUREMENT FORECAST](#)

## Quick Links



- > [About Us](#)
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## Procurement Forecast Portal

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2021.

This database is populated with projected purchases of \$100,000 and above for the current fiscal year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.



Search

[Export To Excel](#)[Reset All Filters](#)

Agency Name: Agriculture

Procurement Category: Supplies and Equipment





## Example #1 Search

Maryland

Small, Minority & Women Business Affairs

f

YouTube

HOME

MBE PROGRAM

SBR PROGRAM

VSBE PROGRAM

RESOURCES

PROCUREMENT FORECAST

Quick Links

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> Outreach

> News

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SBR

Search

Export To Excel

Reset All Filters

All items checked

Search by Procurement Categories

Search by Region

Search by Contract Value

Search by Projected Advertisement Dates

Agency Name: University of Maryland, College Park

Procurement Category: Maintenance

Procurement Method: Competitive Sealed Proposal

Description: Electrical (SBR)

Location/County: SOUTHERN MARYLAND

Estimated Advertisement Date: To Be Determined

Estimated Total Contract Award (no options): \$100,000 to \$500,000

Term of Contract: 5 years or more

## Example #1 Results

### Partial View

	A	B	C	E	F	G	J	K	L	M	N
1	Agency Name	Contract Number	Incumbent Name	Procurement Categ	Procurement Metho	Description	Estimated Total Co	Term of Contract	PO Name	PO Phone	PO Email
2	University of Maryland	12509	Primary Enterprises	Maintenance	Competitive Sealed Pr	Electrical (SBR)	\$100,000 to \$500,000	5 years or more	Denise Elliott	3014053371	Elliott1@umd.edu
3	University of Maryland	12510	Amber Enterprises	Maintenance	Competitive Sealed Pr	Electrical (SBR)	\$100,000 to \$500,000	5 years or more	Denise Elliott	3014053371	Elliott1@umd.edu
4											
5											
6											
7											
8											

## Example #2 Search

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2021.

This database is populated with *projected* purchases of \$100,000 and above for the current fiscal year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.



[Export To Excel](#)  
[Reset All Filters](#)

All items checked

Construction

\$15,000 to \$99,000

Search by Region

Search by Projected Advertisement Dates

**Agency Name:** Environmental Services  
**Procurement Category:** Construction  
**Procurement Method:** Competitive Sealed Bid  
**Description:** Jessup Correctional - Blowdown Piping Trench  
**Location/Delivery:** CENTRAL MARYLAND  
**Estimated Advertisement Date:** Q4 (April-June 2021)  
**Estimated Total Contract Award (no options):** \$15,000 to \$99,000  
**Term of Contract:** Less than 1 year

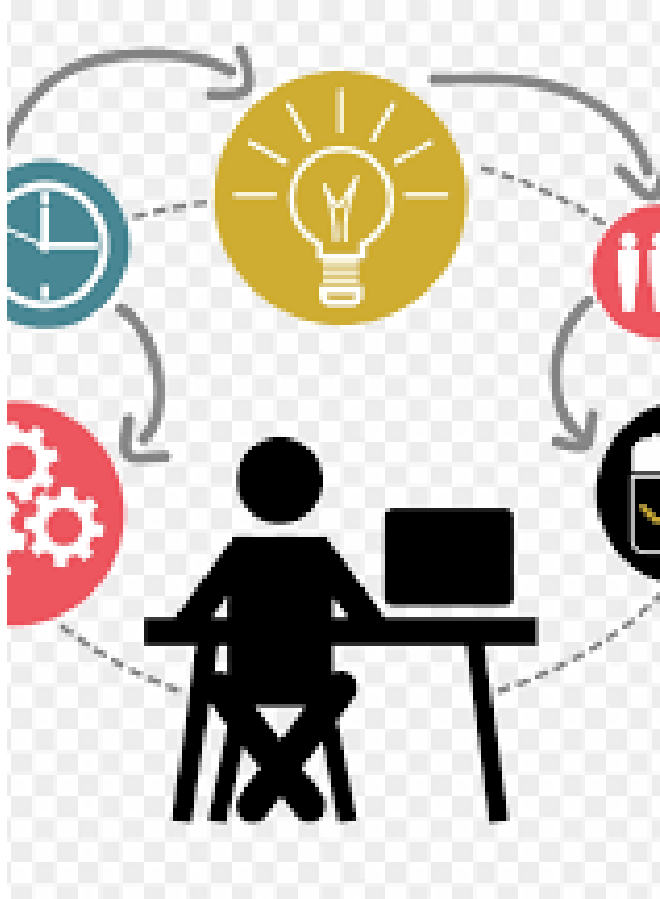
**Agency Name:** University of Maryland, College Park  
**Procurement Category:** Construction  
**Procurement Method:** Competitive Sealed Proposal  
**Description:** UMCP Chemistry Bldg (Abatement,Demo,Utilities,F  
**Location/Delivery:** SOUTHERN MARYLAND  
**Estimated Advertisement Date:** Q2 (Oct.-Dec. 2020)  
**Estimated Total Contract Award (no options):** \$15,000 to \$99,000

## Example #2 Results

### Partial View

Procurement Category	Procurement Method	Description	Location/Delivery of Service	Estimated Advertisement	Estimated Total Cost	PO Name	PO Phone	PO Email
Construction	Competitive Sealed Bid	Jessup Correctional - Bldg	CENTRAL MARYLAND	Q4 (April-June 2021)	\$15,000 to \$99,000	Salem Alsai	410-729-8200	procurement@menv.co
Construction	Competitive Sealed Proposal	UMCP Chemistry Bldg (A)	SOUTHERN MARYLAND	Q2 (Oct.-Dec. 2020)	\$15,000 to \$99,000	Rex Fitch	(303) 405-5818	rmfitch@umd.edu
Construction	Competitive Sealed Bid	MILL AND OVERLAY PAV	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	UPGRADE AC UNIT IN C	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	REPLACE GYM FLOOR	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	CLEAN & REPAIR ALL FI	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	REPAIR DAMAGED ARE	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	POWER WASH & SEAL	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	FRONT/SIDE ENTRANCE	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	REPAIR/REPL PANIC BA	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	REMOVE 2 UG TANKS &	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary





POLL # 3

# OUTREACH AND RESOURCES

Register to receive notices of all upcoming classes and workshops at

[goMDsmallbiz.Maryland.gov](https://gomdsmallbiz.Maryland.gov)

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>



**STAY CONNECTED**

Sign up to receive news and notifications affecting the small business community.

\*Email Address

Submit



**CHANGING Maryland**  
for the Better

Governor's Office of Small, Minority & Women Business Affairs

**Small Biz Bulletin**  
October 2, 2020

**Message from Special Secretary Rhee**

**Expanding Opportunities 2020**

I am pleased to announce the 2020 edition of the Expanding Opportunities magazine is now available online. Our theme is Year of the Woman. My office has been fortunate to partner with The Daily Record to produce this annual publication. Although we cannot meet at large events right now to give you a copy, I encourage you to visit the link below and read through it online. Governor Hogan discusses leadership during a pandemic in an insightful Q&A session, three successful women share their entrepreneurial journey, and I penned an article on the topic of supplier diversity. Throughout the publication you'll find public and private resources that support small, minority, women, and veteran business owners. I know many of you are facing challenges. As our economy continues to evolve during the pandemic, I encourage you to utilize these valuable resources.

[Expanding Opportunities 2020](#)

Jimmy Rhee  
Special Secretary



# Wrapping Up

- The SBR program provides a unique space for small businesses to compete against each other for prime contracts, instead of larger companies and is governed by Maryland statutes and regulations
- SBRs vendors were paid close to a half billion dollars in FY2019
- SBR registration through eMMA is very simple
- The more registered SBR vendor's there are, the more robust Designated SBR opportunities Procurement Officers can create
- There Governor's Executive Order has just expanded the pipeline for Procurement opportunities for SBRs
- Category I & II Small Procurements are the hidden potential opportunities



# SBR Questions or Concerns

Call or email the SBR helpdesk

M-F from 9 am – 4 pm

410-697-9600

Lisa Mitchell Sennaar

[lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)

Tanita Johnson

[tanita.johnson1@maryland.gov](mailto:tanita.johnson1@maryland.gov)